

## **Minutes**

### **MONROE COUNTY AIRPORT AUTHORITY REGULAR MEETING January 20, 2016**

#### **Present:**

James G. Vazzana, Esq., Chairman  
Susan Keith  
Hank Stuart  
Hon. Anthony Daniele  
Hon. Cynthia Kaleh

#### **Excused Absence:**

R. Thomas Flynn – Vice Chairman  
John J. Perrone, Jr.

#### **Others Present:**

Cheryl Dinolfo	Monroe County Executive
Justin Roj	Assistant County Executive
Michael Giardino	Administrative Director
Donald L. Crumb, Jr. Esq.	Assistant Secretary
Robert Franklin	Treasurer
Maryanne Fedison	Assistant Treasurer

Meeting was called to order by the Chairman @ 12:00 p.m.

#### **Approval of the Minutes from December 2, 2015**

The minutes were approved without changes. A motion to accept the minutes was moved by Member Keith and seconded by Member Daniele. The motion passed unanimously 5-0.

#### **Treasurer's Report**

Treasurer Franklin reported that there are two (2) reports today to go before the Board. The statement for travel and business had expenses for the reporting period totaling \$1,562. It was noted that bank indicated the card might have been compromised – it was not but the bank did issue a new card and there was a \$200 fee for overnighting the card because it was needed to make a payment. The business/travel expenses were submitted within the required 10 days and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the travel and business report was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

The statements for November - December 2015 credit card usage by the Director was presented for the reporting period. The credit card expenses totaling \$477.32 were submitted within the required 10 days and with appropriate supporting documentation. It was noted that the credit card issued to former Monroe County Executive Maggie Brooks was returned and destroyed. The current Monroe County Executive Cheryl Dinolfo does not wish to have a card. A motion to accept the credit card usage report was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 5-0.

#### **Audit Committee Report**

Presented by Member Stuart.

#### **Authorize Amendment to the Agreement with Ailevon Air Service Consulting to Provide Consultant Services Relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino reported that the increase requested is from \$50,000 to an amount not to exceed \$75,000. Director Giardino explained that Ailevon is poised to lead our air service development initiative

aggressively and that the three partners we work with at Ailevon provide access to airline planners; all are former airline planners and have done a good job for ROC over the last two years. It was noted that the law department had reviewed the extension with the proposed amended budget item. A motion to authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

**Authorize Amendment to the Agreement with Genesee Transportation, Inc. to Provide Airport Taxicab Service for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino reported that Genesee Transportation asked for a reduction in their annual fee for the renewal period of three years. The Airport counter proposed a reduction in the annual fee for one year. It was noted that this amount is still above the minimum annual guarantee proposed by other vendors during the last RFP process. Conversation ensued amongst board members about the pending move for Uber/Lyft upstate and it was noted that ROC will work through that integration at the appropriate time to ensure a smooth transition and that Airports across the state or similar in size can be looked at for best practices. A motion to authorize was moved by Member Stuart and seconded by Member Keith. The motion passed unanimously 5-0.

**Authorize Amendment of the Agreement for Advertising with Normal Communications, LLC for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino reported that this amendment deals with the mechanics of the contract in terms of when payment is due to the Authority, based on the recommendations of the last internal audit completed. Assistant Secretary Crumb noted that proposed amendment to billing date due will eliminate any billing issues and fits well with the vendors billing schedule. It was noted that the concessionaire is current and that the concessionaire just renewed in July. A motion to authorize was moved by Member Daniele and seconded by Member Keith. The motion passed unanimously 5-0.

**Authorize Use of Appropriation from the Surplus Fund for the 2015 Rates & Charges Payment Relating to the Airline Incentive Program for the Monroe County Airport Authority at the Greater Rochester International Airport**

Assistant Treasurer Fedison reported that the airline incentive agreement waives rates/charges for October 2015 – December 2015 for Allegiant Airlines and that the FAA requires the Airport to hold all other airlines harmless of the excess rates due to waived rates/charges. Conversation ensued as to whether an airline incentive has been more than \$75,000 in the past. Administrative Director Giardino stated that it is possible in the past – but that it will be more in 2016 anticipating Allegiant Airlines waived rates/charges. It was noted that this is retroactive and the board already approved the appropriation for 2016. A motion to authorize was moved by Member Kaleh and seconded by Member Daniele. The motion passed unanimously 5-0.

**Authorize Assignment of the License Agreement for 175 Buell Road with Finger Lakes Communications Co. to RADIOMAX Communications, Inc. for the Monroe County Airport Authority at the Greater Rochester International Airport**

Assistant Secretary Crumb reported to the board that this property went before the board at the last meeting and since the entity has had a legal name change to their business. This proposed assignment corrects the name on the contract. It was noted that the lease is current. A motion to authorize was moved by Member Keith and seconded by Member Kaleh. The motion passed unanimously 5-0.

**Annual Statement of Financial Disclosure for Members and Officers of the Monroe County Airport Authority**

Assistant Secretary Crumb reported to the board that each member and officer of the Monroe County Airport Authority must complete an annual statement of financial disclosure for themselves and their spouse for calendar year ending 2015. Each member was provided with the forms and an envelope addressed and stamped to return to Secretary Crumb by April 1, 2016.

**Schedule Date for Annual Ethics & Policy Training**

Assistant Secretary Crumb reported that the Annual Ethics & Policy Training will need to take place for board members before the annual meeting in March. Dates and times were discussed and the board members will be providing Assistant Secretary Crumb with their availability.

## **Traffic Report**

Mr. Dave Haas presented the traffic report for November and December 2015. Enplanements for November 2015 were up 6% at 99,548 compared to November 2014 at 93,909. Enplanements for December 2015 were up 1.8% at 97,090 compared to December 2014 at 95,417. Total for 2015 enplanements were up 0.07% at 1,189,502 as compared to 2014 enplanements at 1,188,713. Total passengers (enplanements & deplanements) were up 0.5% at 2,378,499 as compared to 2014 total passengers at 2,367,507.

Passenger share for the airlines is as follows: Delta 30%, American 22.4%, Southwest 21%, United 17.1%, JetBlue 8.6%, Air Canada 0.6 % and Allegiant 0.4%. As compared to the Thruway Airports ROC had an increase of about 0.1% in passenger traffic for 2015, Albany (ALB) increased 5.8% and Syracuse (SYR) increased 0.2%; Buffalo (BUF) had a decrease in passenger traffic of 1.8%.

Load Factors for 2015 were the highest on record since ROC began tracking this information in 2004. The early 2000's saw ROC load factors in the mid 60%, 2007 – 2012 mid to high 70%, and 2013 – 2015 80%. ROC 2015 Load factor is 82.7% up 1.1 percentage point as compared to 2014 load factor at 81.6%.

## **Monroe County Executive Welcome & Introduction**

Chairman Vazzana welcomed County Executive Cheryl Dinolfo to the MCAA meeting and noted that the Airport under Director Giardino is one of the best Airports run in the Country. Administrative Director Giardino noted that this takes leadership and that the board is grateful to have the County Executive here today. County Executive Dinolfo reported that she has been on the job for three weeks and that she is looking forward to working together to complete tasks.

## **Director's Report**

Director Giardino recapped highlights of 2015 to include: airfield operations success during winter weather, airshow highlights, construction season accomplishments, current construction projects in process and the FAA certification completed with no major discrepancies. Director Giardino thanked many individuals on the Airport staff and airfield tenants for their hard work. Director Giardino mentioned the new budget proposal to offer \$40,000,000 to Upstate Airports announced in the Governor's Budget proposal and that ROC will be ready to engage in the process when more details are available. Conversation ensued amongst board members with regards to airlines and the status of the 1,500 mile perimeter rule/ROC service to LGA. The meeting concluded with the Director reading a thank you note from a funeral home whom had recently worked with Airport Operations Manager Woolston on the transfer of military human remains back to ROC and how much the family/honor guard/funeral home appreciated the assistance.

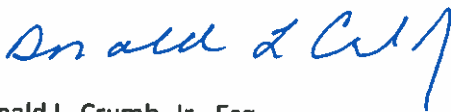
## **Other Business**

No other business was presented.

Meeting was adjourned @ 12:55 p.m.

The next Board Meeting is March 23, 2016.

Respectfully Submitted,



Donald L. Crumb, Jr., Esq.

Assistant Secretary

Dated: January 30, 2016

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 1 of 2016**

**AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH AILEVON AIR SERVICE CONSULTING TO PROVIDE CONSULTANT SERVICES RELATING TO AIR SERVICE DEVELOPMENT FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority previously entered into an agreement with Ailevon Air Service Consulting, to provide Consultant Services relating to Air Service Development for the Monroe County Airport Authority at the Greater Rochester International Airport;

Section 2. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute contract amendments with Ailevon Air Service Consulting, to increase the annual cost not to exceed \$75,000 for the one (1) year extension period of the contract term.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Ailevon Air Service Consulting, nor any of its principal officers, owes any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held January 20, 2016.

Dated: 01-21-16

  
Donald L. Crumb Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 2 OF 2016**

**AUTHORIZE AMENDMENT TO THE AGREEMENT WITH GENESEE TRANSPORTATION, INC. TO PROVIDE AIRPORT TAXICAB SERVICE FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute contract amendments to amend the contract between the Monroe County Airport Authority and Genesee Transportation, Inc., for Airport taxicab service concession for the Monroe County Airport Authority at the Greater Rochester International Airport by reducing the annual fee for one year only as follows:

Annual Fee (3/1/2016 – 2/28/2017): from \$93,000 to \$83,700

Section 2. The records in the Office of the Monroe County Treasury have indicated that neither Genesee Transportation, Inc. nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held January 20, 2016.

Dated: 01 - 21 - 16

  
Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 3 OF 2016**

**AUTHORIZE AMENDMENT OF THE AGREEMENT FOR ADVERTISING WITH NORMAL COMMUNICATIONS, LLC FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an amendment of the Agreement for advertising at the Greater Rochester International Airport (the "Agreement") with Normal Communications, LLC as follows:

- The first paragraph of Section B shall be replaced with the following:

Commencing as of August 1, 2015, Contractor is to pay the Rent for that calendar month by the last day of the fourth (4rd) month thereafter (e.g. Rent for August 2015 will be due on November 30, 2015). Each month, Contractor shall still provide the Authority with a list of contracts renewals or extensions thereof, made the prior month setting forth the name of each Exhibitor, commencement date, termination date, Assigned Area, and payment amount.

Payments described in the schedule set forth above shall continue to be due and payable as provided above, notwithstanding that certain payments shall be due subsequent to the expiration of the five (5) year extension term.

Section 2. All terms and conditions of the Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither Normal Communications, LLC nor any of its principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held January 20, 2016.

Dated: 01-21-16

  
Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 4 OF 2016**

**AUTHORIZE USE OF APPROPRIATION FROM THE SURPLUS FUND FOR THE 2015 RATES  
& CHARGES PAYMENT RELATING TO THE AIRLINE INCENTIVE PROGRAM FOR THE  
MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER  
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT  
AUTHORITY, as follows:

Section 1. The Monroe County Airport Authority hereby appropriates an amount not to exceed \$75,000 from the Surplus Fund for payment of waived rates and charges relating to the airline incentive program.

Section 2. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held January 20, 2016.

Dated: 01-21-16

  
Donald L. Crumb, Jr., Esq., Assistant Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 5 OF 2016**

**AUTHORIZE ASSIGNMENT OF THE LICENSE AGREEMENT FOR 175 BUELL ROAD WITH  
FINGER LAKES COMMUNICATIONS CO. TO RADIOMAX COMMUNICATIONS, INC. FOR  
THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER  
INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director is hereby authorized to execute, on behalf of the Monroe County Airport Authority, an assignment of the License Agreement for 175 Buell Road (the "License Agreement") with Finger Lakes Communications Co. to RADIOMAX COMMUNICATIONS, INC. once the Administrative Director receives a fully executed assignment between the parties which is satisfactory to the Administrative Director and the County Attorney.

Section 2. All terms and conditions of the License Agreement remain the same.

Section 3. The records in the Office of the Monroe County Treasury have indicated that neither RADIOMAX COMMUNICATIONS, INC. nor any of their principal officers owe any delinquent Monroe County property taxes.

Section 4. This resolution shall take effect immediately.

ADOPTION: Dated: January 20, 2016

Vote: 5-0

I, Donald L. Crumb, Jr., Esq., Assistant Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held January 20, 2016.

Dated: 01-21-16

  
Donald L. Crumb, Jr., Esq., Assistant Secretary